



**CITY OF CORONA  
ADMINISTRATIVE SERVICES DEPARTMENT  
PURCHASING DIVISION**

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November 30, 2018

**SUBJECT: Request for Proposals (RFP) No. 19-016CA**

**ADDENDUM No. 1  
On Call Engineering and Professional Consulting Services**

This Addendum No. 1 to the subject Request for Proposals modifies Section IV “Scope of Work” by adding a new discipline, item Z. Americans with Disabilities Act (ADA) Construction/Compliance Inspection Services and expands the services and reclassifies discipline T. from ‘Ground Penetrating Radar Utility Locating’ to ‘Utility Locating Services’, replaces the Price Form with a revised Price Form, and provides responses to questions received. The RFP due date and time has NOT been changed.

All provisions of and attachments to this Addendum No. 1 are hereby incorporated by reference into the subject RFP. Respondents shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each respondent shall acknowledge receipt of this Addendum in their proposal(s) in the spaces provided therein.

**1. Revised Scope of Work:**

1.1 Add the following discipline to the end of Section IV. Scope of Work:

**Z. Americans with Disabilities Act (ADA) Construction/Compliance  
Inspection Services**

***(Pursuant to SB 854 Requirements and Form of Agreement, Section 3.3.5  
“Prevailing Wages”)***

The City is seeking a licensed Certified Access Specialist to perform the following duties related to ADA compliance on an as-needed basis:

- Review and inspect various existing City facilities for ADA compliance and make recommendations on required improvements.
- Provide inspection and certification for completed improvements, including final walk-through and punch list creation. Complete Caltrans Compliance Inspection Reports, forms CEM-5773B and CEM-5773C, or equivalent when applicable.

- Provide design consultation and plan review services, from design through construction documents.
  - Prepare and provide appropriate training materials for engineering staff, including major updates to Federal and California ADA codes.
  - Provide technical expertise and expert witness testimony as needed.
  - Review existing plans for ADA upgrades and help prioritize.
- 1.2 Discipline T. Ground Penetrating Radar Utility Locating is deleted in its entirety and replaced by the following:

**T. Utility Locating Services**

*(Pursuant to SB 854 Requirements and Form of Agreement, Section 3.3.5 “Prevailing Wages”)*

Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks for locating existing utilities:

1. Prepare traffic control plan and obtain permit to work within public right-of-way.
2. Perform utility locating services using any of the following methods:
  - a. ground penetrating radar (GPR)
  - b. vacuum excavation (potholing)
  - c. Closed Circuit Television (CCTV)
3. Document size, materials, location, and depth of existing utilities using field measurement and land survey techniques.
4. Prepare utility locating report to document findings, including descriptions, photos, maps, drawings, and sketches as necessary to provide an accurate description of the utility and its location.
5. Provide utility map in AutoCAD format.
6. Provide a range of options for utility locating, including:
  - a. Quality Level A: utility locating, non-destructive vacuum excavation or potholing
  - b. Quality Level B: utility designating
  - c. Quality Level C: visible surface features
  - d. Quality Level D: records research
7. 3D Utility Mapping in AutoCAD format

2. **Revised Price Form:**

The Price Form contained Section VI., is deleted in its entirety and replaced with the Revised Price Form, attached hereto as Exhibit A and incorporated herein by reference.

### 3. **Questions and Answers:**

3.1 Question: “Since Grant Writing and Management services have typically been viewed by all municipal agencies and the State as a professional service that is excluded from DIR registration can you provide clarification that such registration is not required for these specific services, and/or potentially other services requested in this RFP?”

Answer: Certain categories included in the RFP are subject to the payment of prevailing wages and other labor code requirements including, but not limited to, construction management, construction inspection, geotechnical inspection and materials testing, and survey services thereby requiring the SB 854 noticing requirement. The City has identified the disciplines subject to the payment of prevailing wages and DIR registration requirements within the individual scopes of work stated in Section IV of the RFP. The grant writing category is exempt.

3.2 Question: “Will the City provide a capital improvement plan list, cost and schedule for implementation for all capital improvement projects considered in this RFP?”

Answer: A current list of capital improvement projects is available online in the City’s 5-year Capital Improvement Plan at [www.CoronaCA.gov](http://www.CoronaCA.gov). The list is subject to change. This RFP is for on-call, as-needed services.

3.3 Question: “Will the City clarify the number of consultants it plans to select for each respective category?”

Answer: Please reference Section III. C. Award for details. The number of contracts awarded will ultimately depend on the number of qualified consultants submitting proposals.

3.4 Question: “Does the City currently have an on-call engineering contract with consultants? If so, who are the consultants currently on the list for the respective categories?”

Answer: Yes, the City currently has on-call engineering contracts. The purpose of this RFP is to award new contracts to qualified consultants in the respective categories.

3.5 Question: “If we are proposing on two different categories, should we provide (2) separate submittals or can we combine the two different categories in (1) submittal?”

Answer: Per RFP Section IV. Scope of Work, a separate submittal package is required for each discipline category.

3.6 Question: “Do we need to include personal certifications also or just lab certifications?”

Answer: For laboratory and materials testing services, lab certification is sufficient. For other design and inspection work, consultants shall submit individual certifications for each staff member that would be assigned to a project.

3.7 Question: “Regarding the Request for Proposal (RFP), Section IV. Scope of Work, we would like to request, if feasible, to combine the category (M) Construction Management Support and (O) Construction Inspection Services in our proposal, if feasible. This is due to the related and sometimes overlapping nature of these two tasks.

Answer: The City understands that the services are closely related, but has chosen to request separate proposals on each item. Please submit two separate proposals, each geared toward the respective scope of work.

Carol Appelt  
City of Corona  
400 S. Vicentia Ave., Ste. 320  
Corona, CA 92882  
951-279-3620

**EXHIBIT A  
REVISED PRICE FORM**

(To be submitted in a sealed envelope separate from proposal documents and marked "Price Form")

REQUEST FOR PROPOSALS: RFP No. 19-016CA

DESCRIPTION OF WORK: **On-Call Engineering and Professional Consulting Services**

CONSULTANT'S NAME/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME/TELEPHONE NO. OF  
AUTHORIZED REPRESENTATIVE \_\_\_\_\_  
\_\_\_\_\_

Place an "x" in the spaces provided for each discipline being proposed:

- |       |    |   |
|-------|----|---|
| _____ | A. | Potable Water and Reclaimed Water Pipelines   |
| _____ | B. | Potable Water and Reclaimed Water Pump Stations, Well Equipping,<br>Storage Facilities and Pressure Regulating Facilities |
| _____ | C. | Water Reclamation (Sewage) Collection Piping  |
| _____ | D. | Water Reclamation (Sewage) Collection Lift Stations   |
| _____ | E. | Water Treatment Systems Design  |
| _____ | F. | Water Reclamation Systems Design  |
| _____ | G. | Structural Engineering  |
| _____ | H. | Landscape Architectural and Irrigation Design   |
| _____ | I. | Electrical Engineering  |

_____	J.	Geotechnical Engineering, Inspection and Materials Testing
_____	K.	Traffic Engineering
_____	L.	Land Surveying
_____	M.	Construction Management and Support
_____	N.	Project Management
_____	O.	Construction Inspection Services
_____	P.	Hydrogeology (Groundwater Well) Design and Construction Services
_____	Q.	Water Management Programs and Engineering
_____	R.	Environmental Consulting
_____	S.	Hazardous Materials Testing
_____	T.	Utility Locating Services
_____	U.	Grant Writing and Management Consultant
_____	V.	Accounting and Financial Consulting Services
_____	W.	Radio Tower Engineering Services
_____	X.	Public Relations Consulting
_____	Y.	Dry Utility Design and Plan Checking Services
_____	Z.	American with Disabilities Act (ADA) Construction/Compliance Inspection Services

Provide hourly rate schedule on company letterhead for each discipline being proposed. All rates and costs shall be effective through June 30, 2022. Hourly rate schedule should include the typical following categories of labor classifications modified as appropriate for the category of labor required to perform the work:

- Principal-in-Charge, QA/QC Manager
- Senior Project Manager
- Project Manager
- Construction Manager, Resident Engineer
- Senior Project Engineer, Senior Project Architect/Landscape Architect, Senior Land Surveyor

- Project Engineer, Project Architect/Landscape Architect, Project Land Surveyor
- Professional Engineer, Land Surveyor, Architect/Landscape Architect
- Inspector
- Engineer-in-Training, Civil Engineering Designer
- CAD Designer/Technician
- Engineering Assistant
- Administrative Assistant, Project Administrator
- Two-Man Survey Crew (per hour/day)
- Ground Penetrating Radar Utility Locating Crew (per hour/day)

Provide list of reimbursable charges and rates to include:

- Mileage
- Prints, plots, messenger service and other direct expenses markup
- Outside consultant services markup
- Traffic control
- Other

Are there any other additional or incidental costs which will be required by your firm in order to meet the requirements of the Scope of Work? Yes / No (circle one). If you answered “Yes”, please provide detail of said additional costs: \_\_\_\_\_

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Please indicate any elements of the Scope of Work which cannot be met by your firm.

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Have you included in your proposal all requested informational items and forms? Yes / No (circle one). If you answered “No”, please explain: \_\_\_\_\_

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Have you been on any federal list of debarred or suspended consultants? Yes / No (circle one).

This offer shall remain firm for 90 days from RFP close date.

Terms and conditions as set forth in this RFP apply to this proposal.

Unless otherwise stated, payment terms are: Net thirty (30) days.

In signing this proposal, Consultant warrants that all certifications and documents requested herein are attached and properly completed and signed.

From time to time, the City may issue one or more addenda to this RFP. Below, please indicate all Addenda to this RFP received by your firm, and the date said Addenda was/were received. It is Consultant's responsibility to ensure that all addenda are received. Failure to acknowledge receipt of addenda may cause the City to reject the proposal as non-responsive.

Verification of Addenda Received

Addenda No: \_\_\_\_\_ Received on: \_\_\_\_\_

Addenda No: \_\_\_\_\_ Received on: \_\_\_\_\_

Addenda No: \_\_\_\_\_ Received on: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT SIGNER'S NAME AND TITLE: \_\_\_\_\_

\_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

COMPANY NAME & ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DIR REGISTRATION NO.: \_\_\_\_\_